

~~SECRET~~*Memorandum*

TO : Registrar/TR

DATE: 8 January 1964

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Weekly Activities Report No. 1
18 December 1963 - 7 January 196425X1A9a
25X1A9a

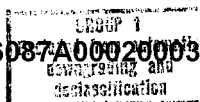
1. Last Friday [REDACTED] and I met with Messrs. [REDACTED] 25X1A9a
and [REDACTED] Confidential Funds Division, concerning a new
procedure for travel reimbursement. [REDACTED] anticipated 25X1A9a
the difficulties which might be involved in the new procedure
and redesigned our travel form so well that they accepted it
and the new procedure. [REDACTED] will try to get us early 25X1A9a
delivery of the forms. As soon as they have arrived I will
then contact each School and Staff Chief and explain the new
procedure.

25X1A9a

2. At the DTR's request I called [REDACTED] and 25X1A9a
confirmed our AMP and PMD candidates. He wanted to know
the background of the AMP candidate, [REDACTED] 25X1A9a
I asked him if he would also wish a brief description of
our PMD candidate, [REDACTED] He seemed very 25X1A9a
pleased that [REDACTED] has had such a varied and comprehen-
sive administrative background.

25X1A6a

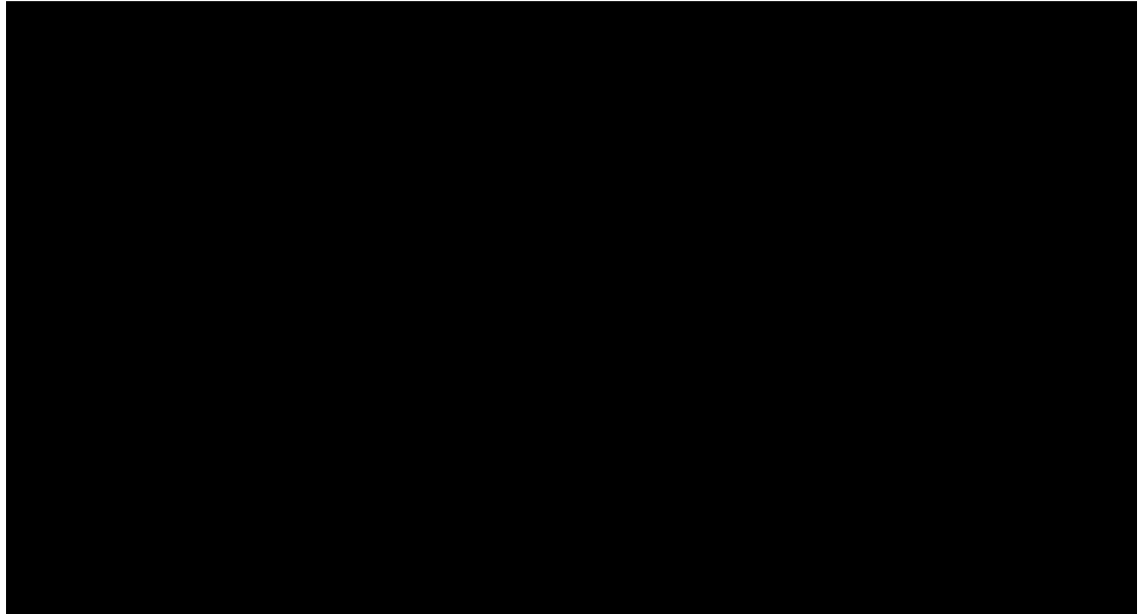
3. We have received the course grades for 17 Office of
Communications students who attended the Systems Programming 25X1A5a1
and Operators Course, [REDACTED] Ten of the
students were below the class grade average of 74. Considering
the great difficulty in keeping the "mechanic" type technician
who does not qualify for the hard-to-get scientific pay, it
appears that Commo has done considerably well within the frame
they must operate. This program is the only training the boys
will receive before they are sent out to man the first MAX
installation at [REDACTED]

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25X1X7



25X1A9a

5. As a follow up to my item on arranging tutorial Dutch language for two WE employees -- [redacted] called that the contract had been drawn and requested our students to appear on 20 January. I in turn called the Chief, WE Support who casually informed me there would be only one student. No further explanation was given except that it was necessary. I called [redacted] and informed him of this development. He expressed a few chosen words which was just the sympathy I needed. However, in a very short while [redacted] called me back and explained that it really was an unforeseen development. The President gave the Agency an urgent requirement in the Far East. Therefore, one of our students will replace the [redacted] man who will go to the Far East. I was given authorization to tell this [redacted] Throughout this whole arrangement, the Dean has been extremely gracious and helpful to the point that I wonder what common difficulty we share.

25X1A5a1

25X1A9a

25X1A6a

25X1A

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Weekly Activities Report No. 1
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25X1A9a 6. For the Brookings Science Conferences, we nominated 25X1A9a
25X1A9a eight employees for FY 1964. With the exception of [REDACTED]
25X1A9a [REDACTED] OSI, all of our candidates were accepted.
[REDACTED] are scheduled for the
16 February Conference. This week we heard informally that
25X1A9a [REDACTED] was also planning to attend the February Conference.

We called the Administrative Assistant for the Science
Conference for a confirmation. She was unaware that [REDACTED] 5X1A9a
had received a personal acceptance letter. Later during the day 25X1A9a
she called and said "inadvertently, [REDACTED] application had
been clipped under [REDACTED] application papers and that an 25X1A9a
underling had mistakenly typed an acceptance letter for him."
Under the circumstances they are happy to have him. [REDACTED] 5X1A9a
knows nothing of this and is delighted he is going to the
program.

We have told the OSI Training Officer what happened
because after the original nominations, OSI had planned to
send another man instead of [REDACTED] had he been accepted. 25X1A9a
But since he had not been accepted they did not request a
substitution.

[REDACTED] 5X1A9a

CONFIDENTIAL

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Automatic
Indexing and
Classification